DRC EXAM ACCOMMODATIONS FORM

Disability Resource Center
Health Services Building 4th floor, #400
Phone: 815-753-1303
Email: drc_exam@niu.edu
Fax: 815-753-9570

TO BE COMPLETED BY STUDENT: Must be filled out, signed by your instructor and submitted to the DRC office at least **2 business days prior** to scheduled exams, except midterms/finals which must be submitted at least **5 business days** before scheduled exams, i.e., Monday---->Monday. Please print all 3 pages of this document.

**Complete all information:**

<table>
<thead>
<tr>
<th>Student</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #</td>
<td>Course/Section</td>
</tr>
<tr>
<td>ZID</td>
<td>Access Consultant</td>
</tr>
</tbody>
</table>

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**ACCOMMODATIONS (Verified by DRC staff/_______)**

<table>
<thead>
<tr>
<th>Environment</th>
<th>Alternative Format</th>
<th>Assistive Technology/Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>___Extended Time</td>
<td>Audio – <strong>Choose One:</strong></td>
<td>Other:</td>
</tr>
<tr>
<td>___1.5    2.0     3.0</td>
<td>___Recorded Exam</td>
<td>___Flash Drive</td>
</tr>
<tr>
<td>___Low Distraction</td>
<td>___JAWS</td>
<td>___Braille Writer</td>
</tr>
<tr>
<td>___Break</td>
<td>___Text Aloud</td>
<td>___Computer</td>
</tr>
<tr>
<td>___Other ________</td>
<td>___Live Reader</td>
<td>___Calculator</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Per the DRC Accommodation Procedures Manual, if a student is more than 15 minutes late to a scheduled exam start time, he/she will need to contact the course instructor in order to reschedule the exam and a new EXAM ACCOMMODATIONS FORM will need to be completed.

I understand and will abide by the above procedures:

__Student’s signature__  __DATE__

DRC STAFF USE ONLY:

Exam Date: _______________________
Exam Time: _______________________
Date Received & Initials: ________________/ _______________
TO BE COMPLETED BY INSTRUCTOR – COMPLETED FORMS MUST BE RETURNED BY STUDENT NOT COURSE INSTRUCTOR so testing appointment can be scheduled.

**PROCTORING HOURS:  Fall/Spring**
at the DRC 8 am – 7 pm, Mon.-Thurs., 8am-4:30 pm, Friday; 8 am – 5:30 pm, Mon.–Thurs.  Instructors requiring students to complete exams outside of these hours should contact DRC to consult with the student’s Coordinator about other options.

Instructors are not responsible for determining exam accommodations, but must comply with federal law by providing accommodations independently to students OR by utilizing the DRC exam service.

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TO BE COMPLETED BY INSTRUCTOR – COMPLETED FORMS MUST BE RETURNED BY STUDENT NOT COURSE INSTRUCTOR so testing appointment can be scheduled.

**Instructor** (print) 
**Instructor’s signature**  
**Office Location**  
**Contact # (In case of questions during exam)**  
**Instructor’s email:**

Exam Date ________ Time ________ to ________ (Indicate amt. of time allowed in class)  
(Class start) (Class end)

If student’s exam date/time overlaps another class time due to extension of time, course instructor may provide written permission with alternate date/time:

Alternate date/time:

Can student leave DRC office when exam is done? Yes _____ No _____

**Scantron:** Yes _____ No _____  **Bluebook:** Yes _____ No _____  **Scratch Paper:** Yes _____ No _____

Special Instructions (open book, notes, calculator?):

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**EXAM Acquisition and Return Options:**

_____ Hand deliver exam to DRC  _____ Email: drc_exam@niu.edu  _____ Fax: 753-9570 to DRC

_____ DRC to pick up from departments on scheduled day from: Building & Office #

Choose pick up day and either AM or PM**:  Monday  Wednesday  Friday  A.M.  P.M.

**NOTE**- Exams must be provided to DRC *at least 48 working hours* in advance of scheduled exam for preparation, adaption and scheduling purposes, except midterms and finals which must be provided at least 5 working days in advance of scheduled exams. Exams that are received with less than the required amount of time may be rescheduled for the student to take the exam once the materials have been adapted, as needed.

**POST-EXAM RETURN:** DRC may require *up to 48 business hours* after student completes exam before it is ready for delivery, pick up or mail. Please choose one:

_____ DRC to deliver completed exam to departments on scheduled day (see attached).

_____ Course instructor or department representative to pick up from DRC (marked as HOLD)

_____ DRC is authorized by course instructor to return exam through Campus Mail Service (relieving DRC of any responsibility for the exam once it enters the Campus Mail System. Also, this is NOT an option during final exams).

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FOR DRC USE ONLY

Exam delivered. Received by: _______________________________/Date: ______________

Exam picked up by: _______________________________/Date: ______________

Exam placed in Campus Mail. Date: _______________________________ 1-16
Dear Faculty and Departmental Staff,

For your convenience, the DRC will continue the “courier” service across campus to pick up and return completed exams. Beginning this semester, we have established a schedule that will allow us to maintain this service.

**PICK UP:**

On **Monday, Wednesday** and **Friday**, we will pick up exams from department offices between **9:00 AM and 11:00** and **1:00-3:00 PM**. Please choose the day and time block that the test will be available. **Indicate your choice on the Exam Accommodations Form that your student provides.** Remember that the DRC needs the exam in hand **two days** prior to the test and **five days** prior during midterms and final exams.

If you are not able to have the test ready during the designated time, please email the exam or have someone from your office deliver it to the DRC, **4th floor, Health Services**.

**RETURN:**

1. If you choose to have **the DRC return the exam**, we will return the exam to departmental offices on **Tuesday or Thursday** following review, adaption, transcribing, etc. and this may take up to 48 hours post exam.

2. If you would like to **pick the exam directly from the DRC**, we will hold it for you. If you plan to pick up the exam prior to 48 hours of its completion, please call first to be sure it is ready for pick up.

3. If you give the DRC permission to return the exam **through Campus Mail Service**, we will place it in Campus Mail following review, adaption, transcribing, etc. The DRC is not responsible for the exam once it enters the Campus Mail System. Please note that this is not available during final exams.

If you have any questions, please call the DRC at 815-753-1303.

**Hours of operation for Spring 2016:**
M-TH, 8:00 A.M.- 5:00 P.M.; Friday, 8:00 A.M.- 4:30 P.M.